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## MEMORANDUM

**DATE:** May 2, 2022

**TO:** Deans

**FROM:** John Bertot, Associate Provost for Faculty Affairs  
Laura Rosenthal, Director for Faculty Leadership

**SUBJECT:** Call for Nominations: Big Ten Academic Alliance Department Executive Officers Seminar

The Office of the Provost encourages deans to nominate one or two chairs or directors per college for participation in the [Big Ten Academic Alliance Department Executive Officers \(DEO\) Seminar](#). Each year, approximately 65 department chairs from Big Ten Academic Alliance universities attend this leadership development seminar. The topics range from conflict resolution and time management to faculty development and performance reviews. Big Ten Academic Alliance institutions have found this to be a valuable and effective program, as have UMD's attendees over the past seven years.

We are able to include up to five chairs or directors from our university to participate in the next Department Executive Officers Seminar. Many who attend will be in their first, second, or third year of leading a unit, but chairs and directors at any stage would benefit from the Seminar. Participants will also be invited to attend on-campus meetings with the Academic Leadership Program (ALP) participants. These meetings introduce participants to current University of Maryland leaders, their responsibilities, and their concerns. They will take place approximately twice per month and are optional for DEO participants.

Please note that this seminar is specifically designed for current chairs and directors.

### Program Expectations

Participants are expected to attend all the sessions. The sessions include:

#### **Welcome & Introductions (1 hour) – Virtual via Zoom**

Friday, September 30, 2022

9:00-10:00am CT/10:00-11:00am ET

**Critical Friends Session 1 (90 minutes) – Virtual via Zoom**

Wednesday, October 5, 2022

2:30-4:00pm CT/3:30-5:00pm ET

**Critical Friends Session 2 (90 minutes) – Virtual via Zoom**

Wednesday, October 26, 2022

2:30-4:00pm CT/3:30-5:00pm ET

**Department Executive Officer Seminar at Big Ten Conference Center in Rosemont, IL**

November 10-12, 2022

**Nomination Process**

Deans should work with their college's APT and awards manager to upload the following nomination materials to the APA system via [faculty.umd.edu/apa](https://faculty.umd.edu/apa) by **June 1, 2022**:

- Letter from the applicant explaining why they would like to participate in the DEO Seminar and how their participation would benefit the unit they lead as well as their college (2-page limit).
- Letter of nomination from the Dean.

Materials should be combined into a single, searchable, PDF document.

*The University of Maryland and Big Ten Academic Alliance reaffirm their commitment to diversity by strongly encouraging the nomination of women and faculty of color.*

A committee composed of Associate Provosts will select the participants.

Questions may be directed to either Laura Rosenthal (x51022, [lrosent1@umd.edu](mailto:lrosent1@umd.edu)) or John Bertot (x54252, [jbortot@umd.edu](mailto:jbortot@umd.edu)).